**Title: Beneficiary Involvement for Ownership** — **Process Number ______B.6.2.1__________**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

## 1. Process Definition *Provide an overview of the process and define its starting and ending points*

| | |
|---|---|
| **1.1 Starts With** | Contact from beneficiary or Ownership process. |
| **1.2 Process Overview** | The Beneficiary Involvement of Ownership process performs an interactive service function between the beneficiary and the Ownership process to explain, collect and disseminate information. The process begins through either a beneficiary making contact, or a proactive contact to the beneficiary. All contacts require that the beneficiary's identity is verified, and the contact is documented in the tracking system.<br><br>Whenever necessary, land record information relating to trust land and restricted title are provided to the beneficiary or any authorized 3rd party. Land ownership and status information (Land Title Mapper map books), are provided to beneficiaries and interested parties to better identify their trust assets. In addition, Ownership transaction processes for Probate, Conveyance, Survey and Title are explained to the beneficiary upon request. The trust officer provides explanations with assistance and support from the Ownership process.<br><br>The interactive process engages and assists beneficiaries with the preparation of ownership related application packages that are in either a form or on a preformatted CD developed by the Ownership process. Whenever possible, portions of the form may be filled in with information obtained from the trust integrated data. Checklists are used to ensure all information is collected. Automated notices inform the appropriate office that the form is completed and the workflow tool makes the form available to the appropriate office for further processing. Assistance is also provided to probate specialists in gathering genealogy information from beneficiaries.<br><br>The process also assists in the delivery of information to appropriate parties. For example, the process may send out automated notification advising interested parties that property is to be taken into trust. In addition, assistance is provided in coordinating responses to this notification. |
| **1.3 Stops With** | Delivery of appropriate documentation/information. |

## 2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

| **Goal/Objective** |
|---|
| Provide beneficiaries with convenient access to trust account services and information. |

**Title: Beneficiary Involvement for Ownership**

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**Process Number ______B.6.2.1__________**

| **Goal/Objective** |
|---|
| Develop and maintain effective communications with beneficiaries to facilitate their involvement in improving trust management, acquisition and disposal, and conveyances of trust assets, consistent with DOI's fiduciary duties. |
| Develop an accessible point of contact who can provide any individual Indian or tribal representative with any requested trust asset information or service regardless of ownership region or area. |

## 3. How should Beneficiaries be involved in this process?

| **Beneficiary Involvement** |
|---|
| Discussions are held with the beneficiary to gather needed information and / or complete the required documents / applications for ownership related transactions. |

## 4. Organizations, Offices and Roles.

*Identify the DOI organizations and related roles that should be involved in performing the process.*

### 4.1 DOI Organizations.

*Identify the DOI organizations, offices and individual roles that contribute to this process.*
*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*
*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*
*All individual roles that contribute, in a significant manner, should be identified.*

| Organization | Office | Role | Contribution |
|---|---|---|---|
| BIA | Agency (Integrated Servicing Office) | | Facilitate the interactions with the beneficiary and government agencies, as necessary, concerning ownership trust transactions. |
| OST | Agency (Integrated Servicing Office) | | Facilitate the interactions with the beneficiary and government agencies, as necessary, concerning ownership trust transactions. |
| BLM | Field Office | | Support the interactions with the beneficiary and government agencies, as necessary, concerning ownership conveyance transactions. |

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|---|---|

| Organization | Office | Role | Contribution |
|---|---|---|---|
| OHA | Regional Office | | Support the interactions with the beneficiary and government agencies, as necessary, concerning probate transactions. |
| Compacted / Contracted Tribes | Tribal / Consortium Office | | Facilitate the interactions with the beneficiary and government agencies, as necessary, concerning ownership trust transactions. |

### 4.2 External Organizations. *Identify the non-DOI organizations that support the execution of or contribute to this process.*

| External Organization | Contribution |
|---|---|
| None | |

## 5. Event(s) *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

| Event | Description | Estimated Frequency |
|---|---|---|
| Request for change in ownership | A request for conveyance, such as gift, partition of land and negotiated land sale | |
| Death of individual Indian beneficiary | Change in ownership due to probate | |

## 6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

### 6.1 Inputs

| Input | Description |
|---|---|

**Title: Beneficiary Involvement for Ownership** **Process Number**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)* ______**B.6.2.1**__________

| **Input** | **Description** |
|---|---|
| Application for change in land ownership | Check list for information required for conveyance transactions. |
| Death Notification | Notice that an individual beneficiary has deceased. The notice may be either verbal or in written form. |

### 6.2 Outputs

| **Output** | **Description** |
|---|---|
| Completed application | The completed application is stored in the trust integrated data and the appropriate office is automatically notified. |
| Death Notice | Notify the appropriate office that the beneficiary has deceased. |
| Notification | Provide notification to the beneficiaries. |

**Title: Beneficiary Involvement for Ownership** **Process Number**

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## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

*Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.*

| Obligation | Source | Business Impact |
|---|---|---|
| Secretary's Trust Principles | | Provides guidance on responsibility for the management of the Indian trust assets, information and records. |
| 5 USC 552 (Privacy Act / Freedom of Information Act) | | Provides protection of the beneficiary's identification and confidential personal information. |
| 25 CFR 1200 (American Indian Trust Fund Management Reform Act) | | Establishes oversight on DOI Trust reform efforts and allows the Secretary to discharge trust responsibilities. |
| 25 USC 2201 (Indian Land Consolidation Act) | | Provides guidance for tribes to acquire encumbered allotments. |
| 25 USC 4001 | | Provides authority for 25 CFR 1200. |
| Note: Reference the Fiduciary Obligations Plan. | | |
| Note: Cross-reference the Ownership process for additional obligations and controls. | | |

### 7.2 Controls

*Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).*

| Control | Reason | Description |
|---|---|---|
| None | | |

## 8. Mechanisms (Systems of Record)

*Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

| System Name | Support |
|---|---|

| **Title: Beneficiary Involvement for Ownership**<br>*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)* | **Process Number**<br>______**B.6.2.1**__________ |
|---|---|

| System Name | Support |
|---|---|
| Trust Integrated Data | Provides access to the beneficiary's ownership information. |
| Tracking System | Tracking data is annotated with the details of the ownership transaction and with the recipients of the ownership documentation. |

## 9. Inter-Process Relationships *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

### 9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

| Process No. | Name | Condition of Relationship |
|---|---|---|
| B.2 | Prepare Information | Predetermined forms or applications may be completed. |

### 9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

| Process No. | Name | Condition of Relationship |
|---|---|---|
| B.3 | Communicate Information | Provide response to inquiry / request to the requestor. |
| O.1.1 | Receive and Review Application Request (F-T, On-Reservation, Undivided Interest) and Receive and Review Application Request (T-T & T-F) | Receive conveyance information from beneficiary counseling on fee to trust, trust to trust, and trust to fee options.<br>Receive pre-determined conveyance information gathered during discussions with the beneficiary.<br>Coordinate responses with state and local governments. |
| O.1.1a | Serve 30-Day Notices (F-T, On-Reservation, Undivided Interest) | Receive 30-day notice information for on-reservation fee to trust for undivided interest. |

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## 10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

| Category | Comment |
|---|---|
| None | |